



Candidate Information for Class Teachers at Claremont Primary School & Childs Hill School

Vacancies across KS1 & KS2 (ECTs welcome)

CHC Federation

Claremont Primary School, Claremont Road, London, NW2 1AB & Childs Hill School, Dersingham Road, London, NW2 1SL

<https://www.claremontprimary.barnet.sch.uk/> <https://www.childshill.barnet.sch.uk/>

@Claremont_NW2

@Childshillprimary



Welcome from the Executive Headteacher

Dear Future Colleague

I am delighted that you are interested in joining our team.

I am proud to be the Executive Headteacher of CHC Federation, serving the NW2 community. Childs Hill and Claremont are happy thriving 2 form entry schools and we are proud to be part of The Elliot Foundation Academies Trust.



We have an inclusive and progressive approach to learning, ensuring the wellbeing and inspiring the imagination of every pupil in within our diverse, caring and harmonious schools and ARPs (Additional Resource Provision for autism). Our schools have a caring and understanding ethos within which we priorities a focus on the pupils' learning and progress. Everyone in our schools is committed to ensuring that our children feel safe, happy and valued as well as ensuring they achieve their very best and develop a lifelong love of learning. We work hard to provide a rich and varied curriculum to give our children experiences they will remember and benefit from through their lives. Our federation aims to achieve a clear and simple goal. We teach all of our children to value their learning, be proud of themselves and to empathise with others. We ensure they see the worth and transformative power of creativity.

At the heart of both our schools is our restorative approach to behaviour management where shared values, a caring attitude, good relationships and a sense of belonging are key factors. It is central to who we are and it permeates all areas of school life.

If you think you can contribute to our aims and ambitions we would love to hear from you. Working in education is a rewarding vocation and you will be joining a wonderful team determined to provide an outstanding education for our pupils.

Dan Hawkins
Executive Headteacher





About Us

The Childs Hill and Claremont (CHC) Primary Federation is a strong, inclusive and creative partnership which is making a difference for the young people and families within our community. We are two good schools where teachers and other colleagues are supported to develop and improve their knowledge, skills and confidence. Together our pupils, parents and staff are growing and learning, collaborating and progressing, celebrating and smiling. Our ethos is that everyone is welcome and everyone is valued, we see achievement as something that comes in many forms and can be measured in many ways, we see children as brilliant young individuals.



The principles of our federation that form the basis of our work are...

- Every Child needs a good education
- Education should be of the whole child
- It takes a community to educate a child
- Every child has great potential and deserves opportunity

If you are already teaching and are looking for a positive change or you are starting out and looking for somewhere very special, then we would love to hear from you. We are looking for people who share our vision and values and want to help us deliver on our principles. We need teachers who have high standards and expectations and want to contribute to our ambitious school improvement initiatives. Most important of all, we want to strengthen our team with colleagues who want to make a real difference in NW2.

CHC...Proud to be ME!





Class Teacher Job Description & Person Specification

The duties outlined in this job description are in addition to those covered by the latest School Teachers' Pay and Conditions Document. It may be modified by the head teacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

The post holder is accountable to the Executive Headteacher and Head of School. This post will be supported by the Executive head, Head of School and/or other members of the headship team.

Purpose of the job

- Ensure that pupils become confident and successful learners.
- To provide a stimulating education which develops and celebrates all our pupils abilities.
- Be responsible for the education and welfare of the children in your class, working collaboratively with other teachers and teaching assistants with whom you work.
- Carry out the professional duties of a teacher plus any other duties that can be reasonably asked under the direction of the Executive Headteacher, Head of School and/or other members of the headship team.

Teaching Duties

- To ensure delivery of a broad, balanced and creative curriculum that follows school, local and national policies.
- To adhere to the school's philosophy in the planning, teaching and evaluation of learning.
- To manage the organisation of your classroom and the time allotted to each of the curriculum areas as set out by the National Curriculum.
- To have particular regard to the individual needs of each child in your care and offer the appropriate support.
- To maintain appropriate records in line with school policies.
- To work as part of a team, contributing to staff meetings, curriculum team meetings and phase planning meetings.
- To communicate with parents/visitors/teaching assistants/supply teachers to give guidance on work to be undertaken.
- To manage a safe environment within which a child can learn.
- To seek appropriate n-service training.
- To prepare records of and reports on the personal and social needs of the pupils in your care.
- To alert subject leaders of needs and problems which arise, and to contribute to school policy developments.

Leadership and Management Responsibilities

- To assist the Executive Headteacher & Head of School in the establishment and maintenance of good relationships through sound communication and consultation procedures with the whole school community.



Class Teacher Job Description & Person Specification

- To be involved with and/or have responsibility for coordinating at least one area of the curriculum in the school. **(Not applicable to ECTs)**
- To assist the Executive Headteacher & Head of School in monitoring the delivery of the curriculum and standards of attainment across the national curriculum.
- To take an active part in performance management according to the procedures identified in our school policies.
- To share with the Executive Headteacher & Head of School the responsibility for the maintenance of the agreed standards of conduct and behaviour in the school for both children and adults.
- To assist the Executive Headteacher & Head of School in the establishment and maintenance of good relationships through sound communication and consultation procedures with the whole school community.
- To be involved with and/or have responsibility for coordinating at least one area of the curriculum in the school. **(Not applicable to ECTs)**
- To assist the Executive Headteacher & Head of School in monitoring the delivery of the curriculum and standards of attainment across the national curriculum.
- To take an active part in performance management according to the procedures identified in our school policies.
- To share with the Executive Headteacher & Head of School the responsibility for the maintenance of the agreed standards of conduct and behaviour in the school for both children and adults.

Subject Leadership Responsibilities (Not applicable to ECTs)

- To support and disseminate the most effective teaching approaches in your subject area or area of responsibility
- To analyse and interpret relevant school, local and national data and advise the Executive Headteacher & Head of School on the level of resources required to maximise achievement
- To organise resources to ensure that staff are aware of the availability, location and correct and safe use of resources.
- To carry out an audit to identify areas for expenditure. Purchase new equipment to support the planning and delivery of the curriculum.
- To monitor standards and pupil progress through lesson observations, sampling and moderation.
- To attend coordinator meetings to keep up-to-date with recent developments.
- To seek appropriate personal in-service training to develop an understanding/subject knowledge of the curriculum.
- Liaise with Trust, Advisory or other external agencies with a view to discussing professional development and curriculum input.



Class Teacher Job Description & Person Specification

Additional Information:

- The post holder is required to contribute to and support overall aims and ethos of the school
- The post holder is required to be aware of and comply with policies & procedures relating to child protection; equal opportunities; health safety and security; confidentiality and data protection and to report all concerns to an appropriate person
- The post holder will be expected to attend INSET sessions and meetings as necessary and appropriate
- Behave in a professional manner at all times demonstrating mutual respect, good manners, politeness and common courtesies for all members of our community. All employees are expected to behave in a manner that role models positive behaviours for our pupils
- Be committed to own continuous professional development
- To support the values and ethos of the Elliot Foundation Academies Trust

This list is not exhaustive. The jobholder may be required to carry out other reasonable duties commensurate with the grade, as requested by the line manager.

Special Conditions of Service:

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.





Requirements	Essential	Desirable
Qualifications & career development	<ul style="list-style-type: none"> • Qualified teacher status (ECTs welcome) • A relevant degree or equivalent 	Evidence of further professional development and/or studies
Experience	<ul style="list-style-type: none"> • Have knowledge and understanding of the National Curriculum • Have knowledge of effective teaching strategies to meet the needs of all pupils including SEN and EAL • Have the ability to motivate and inspire pupils to learn • Proven to have high standards of classroom management and expectations of achievement for all pupils including those with SEN • Knowledge of commonly used and more innovative resources used to support learning in designated phase 	<p>Taught in a more than one setting</p> <p>Experience of planning in teams</p>
Personal Qualities	<ul style="list-style-type: none"> • Aims for excellence • Vision and enthusiasm • A sense of humour • Warmth and openness in relationships • Ability to relate to children in and out of the classroom • Is able to motivate and inspire others • Sensitive to the needs of staff and children and ability to provide support where necessary • Resilience and ability to handle conflict • Open minded and creative • Ability to remain calm in challenging situations 	Interests outside school
Leadership and management (not all applicable for ECTs)	<ul style="list-style-type: none"> • Ability to use ICT as a curriculum tool • Effective communication skills both in writing and speech • Can motivate and encourage participation • Understanding of how to assess pupils language/learning needs, identification of pupil targets and support strategies • Ability to reflect, analyse and think creatively and flexibly in problem solving, both personally and with other staff and parents 	<p>Adaptable / Innovative</p> <p>Able to initiate change and fresh ideas</p>
Curriculum	<ul style="list-style-type: none"> • Proven ability in curriculum planning • Sound knowledge of approaches to assessment • Understanding of SEN Code of Practice • Ability to differentiate not simplify the curriculum • Understanding of how to assess pupils language/learning needs, identification of pupil targets and support strategies 	<p>Experience of extra-curricular activities</p> <p>Knowledge and understanding of tracking and evaluating pupil progress</p>
Relationships	<ul style="list-style-type: none"> • Strong personal presence • To have experience of commitment to home school links and the value of warm, welcoming ethos for children and adults alike. • Actively encourage the involvement of parents 	Experience of working with other Professionals



Salary, Hours & Employee Benefits

Salary: **MPR/UPR (Outer London) M1-UPS3 (£34,514-£51,179)**

+ TLR2* for Writing Subject Leadership opportunity available for the right candidate - please express interest in your application. * TLR2 not applicable for ECT

Employee benefits include: Access to an Employee Assistance Programme; cycle to work scheme and tech purchase scheme.

How to apply

If you are interested in applying for this role, please download an application form from the website and return your completed application form to frafter@claremontprimary.org. If you would like to have a informal chat or arrange a tour please get in touch.

Closing Date: Tuesday 23 April 2024 @ Noon

Interview Date: Thursday 2 May 2024

*Although this is our intended interview date, in certain circumstances this may be subject to change

Safer Recruitment: We are committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment and behave in a way which reflects this.

Appointment to this post will be subject to satisfactory safeguarding pre-employment checks, including a Barred List check, Disclosure and Barring Service check and references.

Please note, it is a criminal offence to apply for this post of employment if you are barred from working with children and young people.





The Elliot Foundation Academies Trust

The simple fact that you are considering a job with a school in The Elliot Foundation, and you wouldn't be reading this if you weren't, makes you one of the good guys. You can't succeed in primary education without a belief that tomorrow can be made better than today by investing in our young people. So can I start by saying thank you. But the real reward will be the job itself. There are few things more optimistic and rewarding than working in a primary school on a daily basis where you get to see the remarkable things that young children can achieve when we believe in them and support them.

I am not saying that there won't be difficult days or even difficult terms as all of our schools serve communities with significant levels of challenge and the Covid pandemic has made things much harder. But you will be part of a supportive family that believes in you as much as we believe in children. Indeed our children can't and won't thrive if our staff are not nurtured and grown.

The Trust consists of 33 schools spread across 3 different regions in the UK (London, East Anglia and the West Midlands). Working with The Elliot Foundation will mean you will be given continuous opportunities to challenge and develop your skills often in more than one school. If you have the ambition for yourself and the children in your care we will take you as far and sometimes further than you believed possible. I look forward to working with you.

Hugh Greenway
Chief Executive Officer

